

Approved For Release 2001/03/30 : CIA-RDP78-03991A000200040028-5

Office Memorandum

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UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 10 Sept. 1953

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A6a

- a. [REDACTED] Depot: (continued item)

Nothing new to report on status of PRC paper requesting funds for additional construction work at the depot. X

25X1A9a

- b.
- Supply Training:
- (continued item)

Messrs. [REDACTED] recently completed the division's program of familiarization and indoctrination into Supply operations conducted at headquarters.

- c.
- Supply Economy Program:
- (continued item)

OK → (1) Collection of excess office supplies and equipment for return to stock continues and the total estimated value of all items returned to stock now approximates \$78,000.

→ (2) Recently, requests were sent to all Agency divisions for submittal of an inventory of all Class A furniture as well as total authorized persons entitled to such for individual use. It was felt that with this information closer control over the more expensive items of administrative equipment could be exercised. This effort represents an additional facet of an active and vital cost consciousness program being launched within the Agency.

STATSPEC →

(3) To date, inventories of Class A furniture have been furnished by the Comptroller, Medical Office, DDI contacts, [REDACTED] SOVMAT, Foreign Documents, ONE, EE Div., DD/P-Admin., DD/P/PM, DD/P/TSS, and OTR.

2. PROJECTS AND STUDIES IN PROCESS:

- a.
- Stock Numbers for New Electronic Items:
- (continued item)

Nothing new to report.

- b.
- Cross Index Supplement to the Agency Catalog:
- (continued item)

Nothing new to report.

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c. Flex-O-Print Catalog: (continued item)

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Following the approval of this project by the Comptroller, action is being taken to prepare the data in the desired format for publication. An item identifying card format has been prepared and will be cleared with [REDACTED] prior to printing. Collaboration is continuing with the Office of Communications and the Medical Office to determine method of presenting technical data in the catalog.

3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

A conference was held by the Regulation Control Staff with the Office of General Counsel and representatives of the Logistics Office present to discuss and resolve controversial points in the [REDACTED]. Many points of differences were resolved at the conference with the remaining items to be clarified thru minor revision in the scope of some statements in the regulations.

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b. [REDACTED] (continued item)

Nothing new to report.

c. Building Supply Room, Curie Hall: (new and completed item)

With the increased occupancy of Curie Hall by Agency components, it has been necessary to install a building supply room in the building. This operation will be under the administration of Mr. [REDACTED] BSO of Quarters Eye.

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d. Operational Supply Room, "K" Building: (new and completed item)

Concurrence has been obtained from DD/P-Admin. to establish an operational stock room for the purpose of expediting issues of certain operational type items, such as cameras, film, watches, etc., to requiring personnel. Space has been allotted in Room 2025, K Building.

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

No change in status as reported in Weekly Activity Report of 13 August.

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LO/SD:DWW:mt (10 Sept. 1953)

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